

U. S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-125

OPEN TO:	All Interested Candidates	OPENING DATE: August 20, 2013
POSITION:	Visitor Bureau Clerk , FSN-6; FP-8*	CLOSING DATE: September 2, 2013
POSITION NO:	I-52532	
WORK HOURS:	Full-time; 40 hours/week	
SALARY:	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.789,922 p.a. (Starting salary) (Position Grade: FSN-6)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Visitor Bureau Clerk in the General Service Office.

BASIC FUNCTION OF POSITION:

Incumbent assists the Visitor Bureau Coordinator and Visitor Relations Specialist with VIP and typical TDY visit logistics (lodging reservations, events, meal reservations, control/hospitality room set-up, coordination with hotels, etc.). Incumbent coordinates TDY Quarters and VIP Suite reservations for US Embassy along with USEA hotel manager. Incumbent liaises with Facilities Maintenance and USEA for work performed inside lodging facilities. Incumbent assists Visitor Bureau Coordinator, Visitor Relations Specialist, and Visitor Bureau Assistant with other visit tasks as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of twelve years of education is required.
2. **EXPERIENCE:** Two years of experience in management, logistics or business administration is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking English and Urdu are required. Language skills may be tested.
4. **KNOWLEDGE:** Incumbent must have a good knowledge of general office operations.
5. **ABILITIES & SKILLS:** Incumbent must have good customer service skills. Proficiency in MS Office Suite, particularly in MS Excel is required and must be able to learn new computer software and databases as necessary. Incumbent must have good written and oral communication skills. Incumbent must have strong organizational, analytic, problem solving and planning abilities. Ability to perform effectively in stressful environment is required.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 13-125) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 2, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.